PeopleSoft

Employee Self Service

User Guide

Welcome to the NJTA Employee Self Service (ESS) User Guide. This guide is designed to provide you with the information you need to successfully use the NJTA ESS features and includes instructions on the following topics under **Self Service**>**Payroll and Compensation**

• View Paycheck
• View W-2/W-2c Forms

What Do I Need?

Whether you are using your home PC or using public Internet access, there are some minimum computer requirements that you will need:

1. Paycheck and W-2 information is displayed in **PDF format**, so your computer will need **Adobe Acrobat Reader DC**, a free software download available   from
http://get.adobe.com/reader/

2. Minimum requirement for various Internet Browsers :
    Internet Explorer: minimum release 10
    Google Chrome: minimum release 35
    Firefox: minimum release 24
    Safari: minimum release 6.1.6

3. Advice forms and W2 forms will appear in new windows. If you are using a pop-up blocker, please disable it for this site.

   Please Note: Mobile devices are not supported.

Who Do I Call For Help?

For Technical Support please email ITS Service desk to servicedesk@turnpike.state.nj.us. For questions about paychecks and W2s please leave a message at 732-750-5300 x 8346.
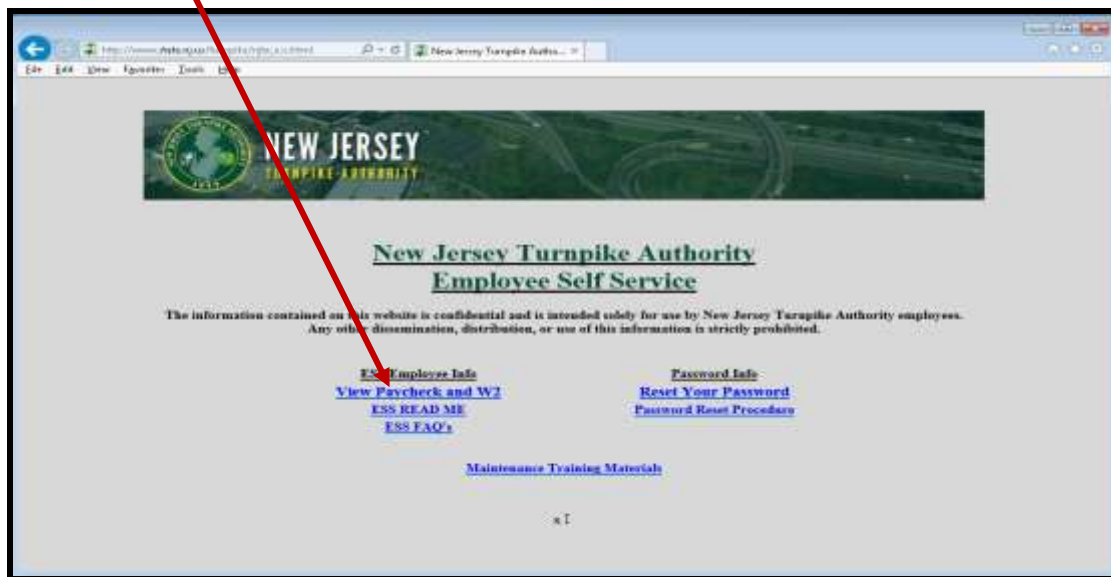
How do I access ESS?

From your browser, visit: http://www.state.nj.us/turnpike/, which will take you to the New Jersey Turnpike Authority homepage.

Click on **Employee** in the dark green box on the upper right-hand side of the page. This will take you to the New Jersey Turnpike Authority Employee Self Service (ESS) page.

Click on **View Paycheck and W2** to go to the ESS login page

Logging In:

New Users will have received a letter from the Authority with your user ID and instructions for re-setting your password.

Existing Users sign in with your current NJTA user ID and password.

Terminated users will receive a letter from the Authority with a **temporary password**. Enter your **temporary password** and click on "**Sign In**". Please note that both User ID and Password are case sensitive.

Upon successful login, you will see a "Password expired" message and will be prompted to change your password. Click on "**Click here to change your password**"
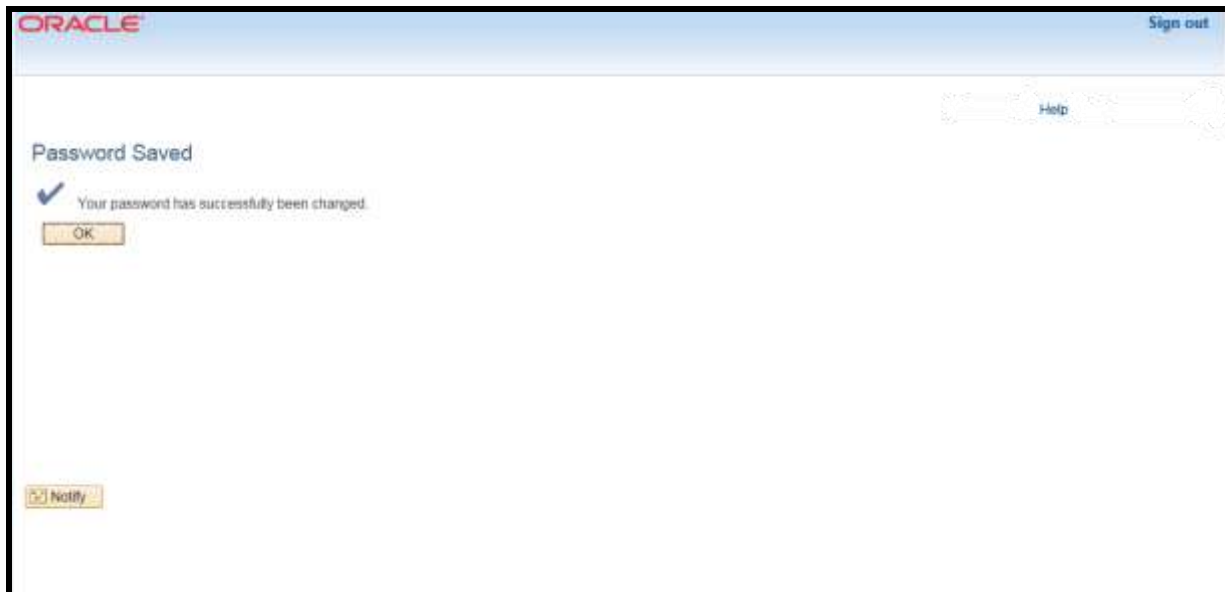
Enter your current password, and then enter your new password twice. Your **new password** must be a minimum of six (6) characters long <u>and</u> must contain a minimum of two (2) numbers. This password will be set for the next 30 days.
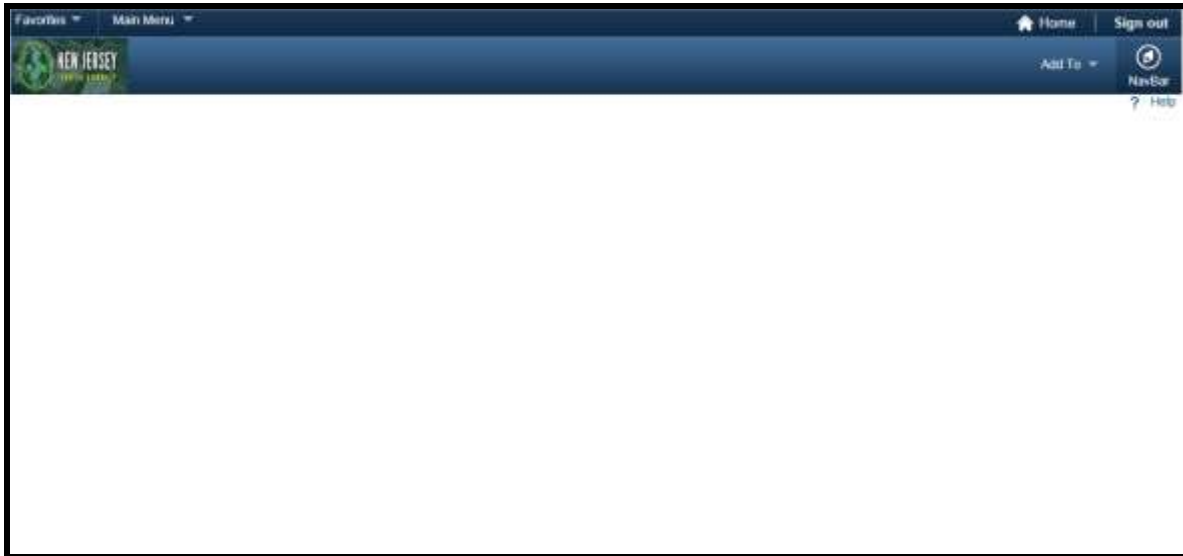Click the "**Change Password**" button.

PeopleSoft will confirm that you have successfully changed the password

Click the OK button the get to the ESS page.

Click **Main Menu** along the top bar, then **Self Service.** Click **Payroll And Compensation**

The Payroll and Compensation section can be used to view your paychecks and W-2 forms,
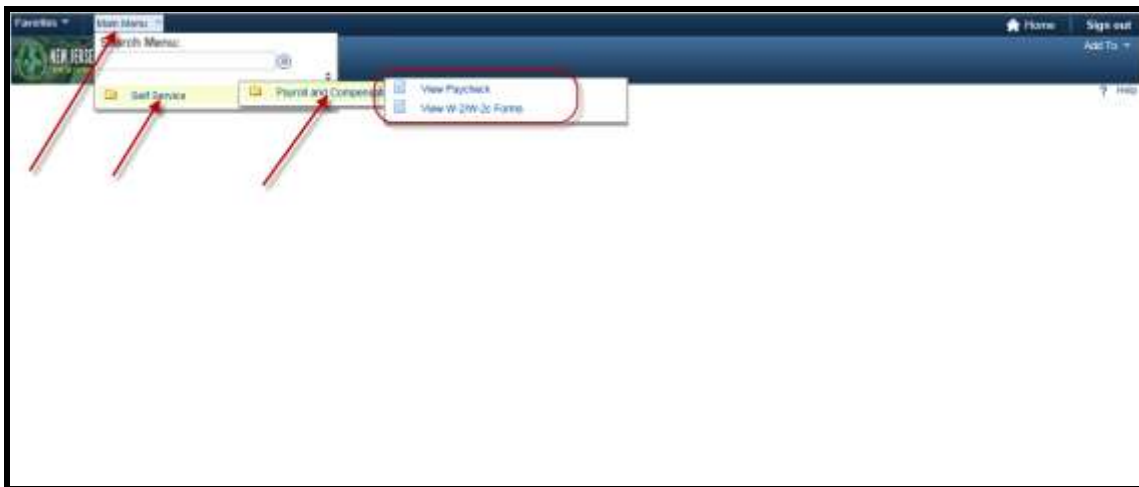
View Paycheck:
Click on **View Paycheck** to see a listing of your paychecks from 2013 to your most recent check, which
are shown in order by check date.
Find and click on the **Check Date** you wish to view, and another window will open up with the copy of
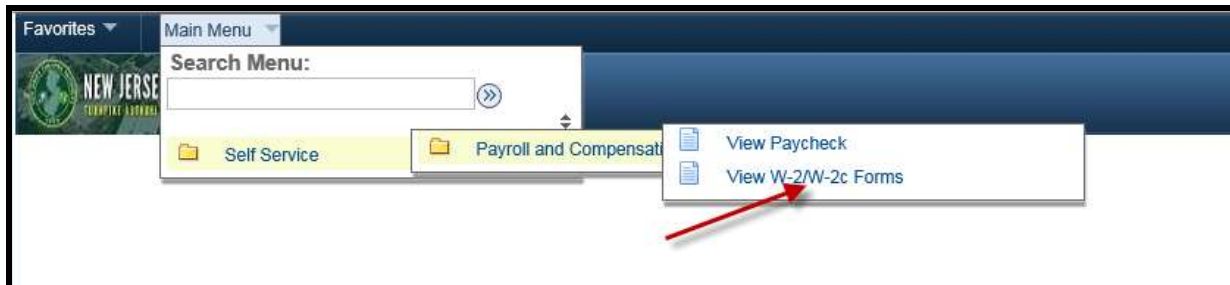the paycheck. It can be printed or saved as needed from that window.

Your current earnings, taxes, deductions, net pay and leave balances are viewable on the most recent check.

View W2 Forms: This section of Employee Self-Service allows you to see your W2 forms

To select a W2 to view, click on the blue text.

W2 forms are also stored as pdf documents. Like Advice Forms, when you click the link, a new window will open with your W2 form. You can print your form from this window.

CHANGING YOUR PASSWORD

By following the Change My Password link on the Home page, you can modify your password at any time. Follow the same process as when you initially logged on the system the first time. The requirements for passwords are the same each time you change it, a minimum of six (6) characters long and must contain a minimum of two (2) numbers. This password will be set for the next 90 days.
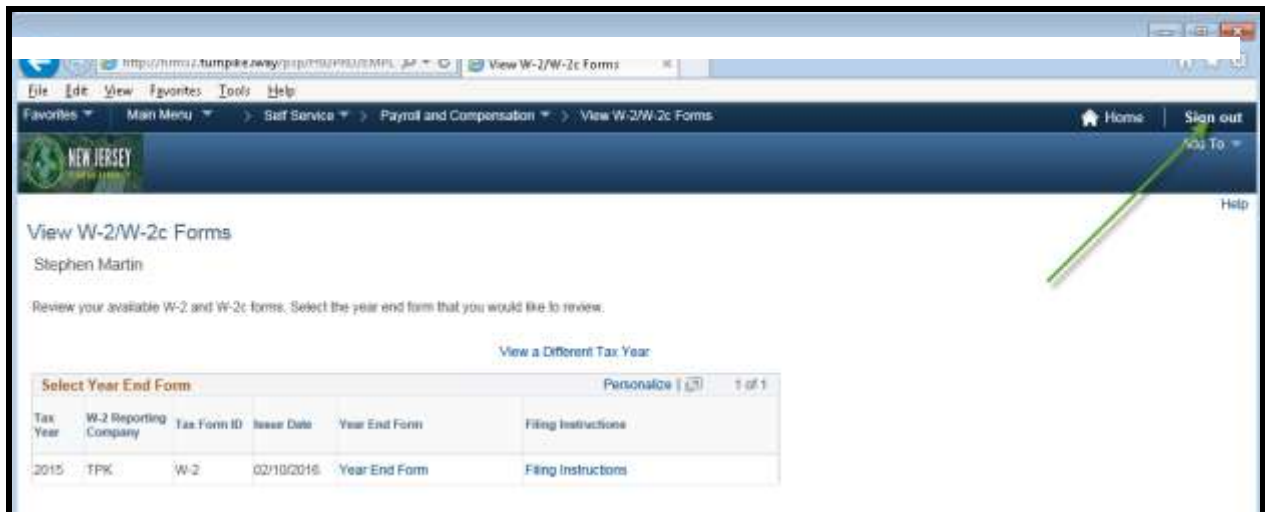
PROTECT YOUR INFO, DON'T FORGET TO SIGN OUT!

Clicking on the "X" in the upper right hand corner of your screen does not sign you out of PeopleSoft. Please ensure that when done with a session, you click the "**Sign out**" link. Doing this will prevent others from accessing your data.

DON'T
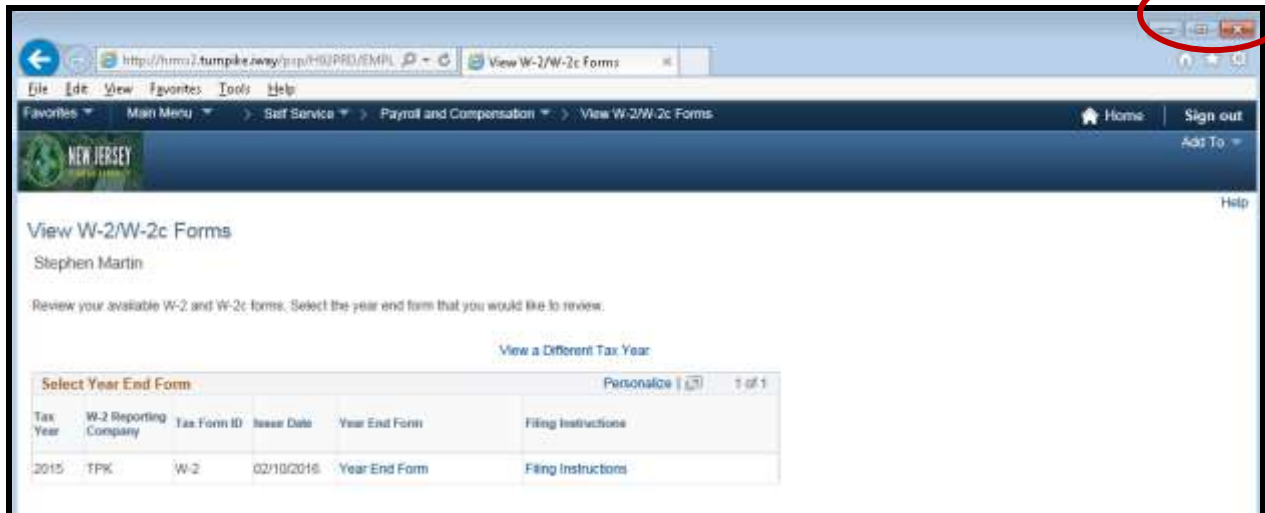
Use Sign out

Once signed out, please close the browser by clicking on the "X" in the upper right hand corner of your screen. Close all open documents and make sure that you do not leave any personal information at printers or copy machines.